



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

SPED 06-02

To: Directors of Special Education
Charter School Administrators
Secure Care Facility Administrators


From: Joanne C. Phillips
Deputy Associate Superintendent
Exceptional Student Services

Peggy Staples
Data Management Specialist
Exceptional Student Services

Date: December 19, 2005

Re: 12/01/05 Federal Special Education Child Count Verification

Verification of your December 1, 2005 federal special education child count will be done via an automated process using a web-based application available to PEAs. This web-based application is accessible through ADE's Common Logon System. The Common Logon page can be accessed by either going to the ADE website at: www.ade.az.gov and clicking on the Common Logon link or directly at www.ade.az.gov/commonlogon/. From this online application entitled ESS Census Verification, you will be able to access your SPED07 report and verification letter. A hard copy of the verification letter, with signature, must be submitted to ADE/ESS by all PEAs. **Failure to do so may result in an interruption of your federal funds.**

The instructions on how to complete this verification process, required of all PEAs, will be available on the home page of the application. The System Training and Response Team (STaR) can provide technical assistance on this application. Request for assistance can be made by using the WebForm  [Request for Training and Assistance](http://www.ade.az.gov/schoolfinance/STaR/) available at <http://www.ade.az.gov/schoolfinance/STaR/>. The application is always available; however, the SPED07 reports for 12/01/05 will not be available until Wednesday, February 1st. You may verify your counts beginning February 1, 2006. Verification letters are due in our office by Friday, April 28, 2006.

The web-based application and verification process has been modified. In addition to verifying your 12/01/05 counts, IDEA requires a count of all students enrolled in private schools within a district's boundaries and those that are homeschooled. This figure will be used to calculate LEA entitlement allocations for FY 2007.

If you have any questions or concerns regarding this verification application, please contact me at (602) 364-4024 or pstaple@ade.az.gov or you may contact Rainey Hulet at (602) 364-0504 or rhulet@ade.az.gov.

cc: Katherine van Mourik, Director of Data Analysis, School Finance
Dorothy Wodraska, Program Specialist, Juvenile Justice Services Division

Kristen Jordison, Charter Schools
Michelle Diamond, Charter School Office
ESS Specialists
System Training and Response Team
County Superintendents
County Jails